



National Livestock
Identification System Ltd

NLIS Database User Guide

June 2009



AGENTS &
SALEYARDS

Contents

This User Guide explains the main NLIS database tasks and reports for livestock agents and saleyard operators. When you login to the database, you will only see menu options for your account type.

Saleyard operators who have installed saleyard software systems may rarely need to refer to the Guide or login to the NLIS database directly because their saleyard software can upload transactions to the database automatically. Saleyards that do not have software can submit transactions or run database reports via the NLIS website.

The Guide provides step-by-step instructions on the left side of the page. Once you are familiar with the database, you may rarely need the TIPS information on the right side. If you can't find what you want in the Guide, there may be a Tech Tip on the NLIS website. Alternatively, you can click 'Help' buttons on the NLIS screens.

Suggestions for improvements to the User Guide may be sent to **NLISPublications@mla.com.au**

Notifying the database

Access the database	1
View/edit account details	2
Cattle moved (non-written authority)	3
Cattle moved from my current holdings	6
Cattle moved off/onto property	7
Cattle moved into saleyard	10
Cattle moved out of saleyard	11
Sheep and goat mob-based movements	13
Device status	16
Replaced tags	18
Transfer correction	20
ERP enquiry	23
EU enquiry	24

Generating reports

Generating reports	25
Customising reports	26
Beast enquiries	27
ERP PIC status	28
ERP program and status codes	29
EU PIC status	30
Search the PIC register	31
View devices on my property	32
View large report results	33
View my current holdings	34
View my transaction history	35
View/generate all reports	36

Quick reference card	Inside back cover
----------------------------	-------------------

Key:

Agents and Saleyards

Agents only

Saleyards only

Access the database

If you don't have a database account, follow steps 1–5 below. To open an account, you need Internet access, an E-mail address and a telephone or mobile number, so we can contact you.

You must also agree to the **NLIS Terms of Use**. You can read the terms online, or print the document to read later.

Create an NLIS account

- 1 Go to **www.nlis.mla.com.au**
- 2 Click **Create a new account**
- 3 Fill in the **Account details** form online.
- 4 Tick the box at the bottom to agree to the NLIS Terms of Use.
- 5 Click **Continue** to submit the completed form to the database.

You will be issued with a user ID and password, usually within 7 days.

Login to NLIS

The NLIS Database may be unavailable on Thursdays between 6pm–7pm (Sydney time), due to maintenance. To login to NLIS at other times, go to **www.nlis.mla.com.au**

- 1 Enter your **user ID** and **password** and click **Login**
- 2 Select an option from the home page for your account.
- 3 Refer to the appropriate topic in this Guide for instructions.

Log out of NLIS

- 1 After you finish a task, click **Home** to return to the home page.
- 2 After you finish a session, click **Log out** to exit the database.



TIPS

To protect your account, your **database session ends automatically if you stay on one screen for more than 20 minutes**. If you do, you may lose data you hadn't sent to NLIS.

Some users access the NLIS database through other software packages. If you do this, please consult your software vendor's guide on how to interact with the NLIS database.

Excel files

If you create an Excel file to upload to the database, save the file in **CSV** (Comma Separated Values) format, for example, NLIS\Transfer cattle 110908.csv

Notepad/Wordpad

If you create a Notepad or WordPad file to upload, use commas to separate fields and save the file in **TXT** (Text) format, for example, NLIS\Transfer cattle 110908.txt

To find Notepad or Wordpad on your computer, go to:
 Windows Start menu
 Select Programs
 Select Accessories
 Select Notepad (or Wordpad)

View/edit account details

If your details change, update them online so we can contact you.

Welcome NLIS,

Any transaction that you do in this session will be confirmed by an e-mail to **nlis.testteam+production@gmail.com**. If this is not your e-mail address, click the 'Change' button to update your account details.

Change

What do you want to do today?

I want to (Please select)

- (Please select)
- Account management
- View/edit my account details**
- Notify the database of:
 - Cattle moved (non-written authority)
 - Cattle moved from my current holdings
 - Cattle moved off my property
 - Cattle moved onto my property
 - ERP enquiry
 - Transfer correction

Go

- 1 Click **Change** or select **View/edit my account details** and click **Go** to see the **Account/information** screen.

Change password

- 1 Click **Change password** type the details and click **Send**

Account information

User ID
prodx

Change password

Current password

New password

Re-type new password

Edit phone, fax and mobile numbers

- 1 Click **Continue** to see the **Profile information** screen.
- 2 Edit details and **Continue** until you see a **Confirmation** screen.
- 3 Click **Send** to confirm or click **Back** to change the details.

Profile information Step 1 2 3 4 5

Please update the following information if it is not correct or complete. Fields marked with an * may be changed.

Title **First name** **Last name**
Mr Adam Producer

Property/trading name
The Oaks

Address
475 Russell Road

Town/city **State** **Postcode**
Deniliquin NSW 2710

Phone **Fax** **Mobile**
02 9696 5899 02 9696 6285 0406 761 799

E-mail
adam@myfarm.com.au

TIPS

You can change your **password, telephone, fax, mobile** and **E-mail** address.

If you change your **E-mail**, you must update your account details or your account may be locked. If you don't have a fixed telephone line, a mobile number will do.

If you change your **postal address**, notify **nlis.support@mla.com.au** so the NLIS Helpdesk can update your address.

If you **buy or sell a cattle property**, notify **nlis.support@mla.com.au** so the NLIS Helpdesk can link a PIC to your account, or lock your account.

Password rules

Passwords may be 2-8 alpha-numeric characters e.g. Donny5. You may enter characters in upper, lower or mixed case. Do not enter spaces or special characters.

Profile information

You can only change the fields with an asterisk*

Cattle moved (non-written authority)

If cattle are bought and sold privately, it is the buyer's responsibility to notify the database of the cattle movements onto their property.

However, with the client's agreement, agents may record the cattle movements on the database on their behalf.

Agents may need to use the **cattle moved (non-written authority)** option to notify the database if they:

- offer device reading services for clients
- buy or sell cattle for clients directly from the paddock
- are instructed to notify the database of cattle movements on or off a property that is **not** linked to their Agent PIC on the database.

The screenshot shows the 'Agent home' interface. At the top, there's a 'Welcome NLIS,' message and a 'Help' button. Below that, a confirmation message states that transactions will be confirmed by email to 'nlis.testteam+production@gmail.com', with a 'Change' button. The main section is titled 'What do you want to do today?' and features a dropdown menu labeled 'I want to'. The dropdown is open, showing options: '(Please select)', 'Account management', 'View/edit my account details', 'Notify the database of:', 'Cattle moved (non-written authority)' (which is circled in red), 'Cattle moved from my current holdings', 'Cattle moved off my property', 'Cattle moved onto my property', 'ERP enquiry', and 'Transfer correction'. A 'Go' button is visible to the right of the dropdown.

- 1 Select **Cattle moved (non-written authority)**, then click **Go**
- 2 Choose **one** of two options:
 - Click **type in the details** to type details on-screen ... see page 4.
 - Click **upload a file** to upload an existing file ... see page 5.

TIPS

A Property Identification Code (**PIC**) is a unique number identifying a property.

PICs are issued by the State Department. The PIC applies to an individual property and the number cannot be used on other properties you are associated with, unless they are amalgamated under the one PIC.

The **NLISID** is the number printed on the outside of the electronic ear tag or on the management tag matching a rumen bolus.

The **RFID** is the electronic chip number inside the ear tag or rumen bolus.

To transfer deceased cattle **off** a property, type **DECEASED** in the destination PIC field so those devices won't appear on 'current holdings' reports.

Type in the details

Enter the details Step 1 2 3

1 Enter the cattle you want to move.
Type the visual (NLISID) or electronic (RFID) number in the box below. Press the 'Enter' key **↵** after each number.

*

999 000000088810
999 000000088847
982 000007744422
999 000007744450

2 What PIC are you moving them from?
Enter the source PIC below.

*

3 What PIC are you moving them to?
Enter the destination PIC below.

*

4 What is the NVD/Waybill number?
Enter the NVD/Waybill number in the field below.

5 When were the cattle moved?
Choose the date below.

*

6 What is your authorisation level?
Select your authorisation level below.

*

1 - Vendor Authorisation
2 - Buyer Authorisation
3 - Vendor and Buyer/Other Authorisation

7 Enter the authoriser's first name in the field below.

*

8 What is the authoriser's last name?
Enter the authoriser's last name in the field below.

*

9 Authorisation

☒ I warrant that I am authorised by the authoriser named here to notify MLA of this transfer on their behalf. I acknowledge that I am liable for all losses and damages arising out of this warranty being incorrect and indemnify MLA for those losses or damages.

TIPS

Leave a **space** after the first three RFID numbers e.g. 999 000001234567

If you **type** numbers in the first field, press the **Enter** key after each device to transfer that number to the large box below.

If you already have a list of the device numbers, you can **copy** this list to your clipboard. To **paste** in the list of numbers, click in the large box and press the **Ctrl** and **V** keys.

If you make a mistake, select the wrong NLISID or RFID number and press the **Delete** key.

3 Enter details in compulsory* fields:

- Type or paste in the **NLISID** numbers e.g. SA123456VBA00001 or **RFID** numbers e.g. 999 000001234567
- Enter the **source PIC**
- Enter the **destination PIC**
- Enter the **NVD/Waybill** number (if applicable)
- Choose the **date** of the cattle transfer
- Select the **authorisation level**
- Enter the **authoriser's first name**
- Enter the **authoriser's last name**
- Tick the **authorisation** box

4 Click **Continue** to proceed or click **Back** to change the details.

5 Follow the prompts to **Send** the information to the database.

6 Retain the **Upload ID** notified by the database as a record of the transaction.

Upload a file

- 1 Create and save a file in CSV or TXT format on your computer.

An **Excel** file to transfer two animals using this method would look like the shaded rows:

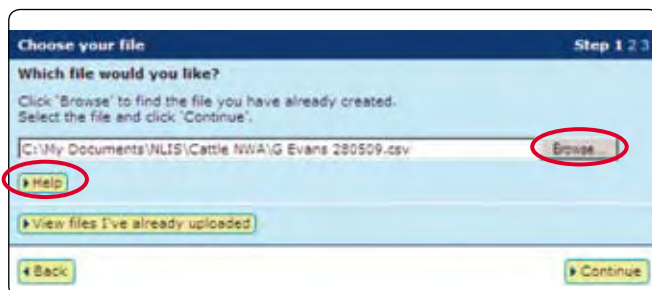
999 000022334455	NK999459	NK999440	1004991	28/05/2009	1	Gary	Evans	1
999 000022334450	NK999459	NK999440	1004991	28/05/2009	1	Gary	Evans	1

NLISID (or RFID) **Source PIC** **Dest PIC** **NVD** **Transfer date**

The **Notepad** file to transfer the same two animals would look like:

```
999 000022334455,NK999459,NK999440,1004991,28/05/2009,1,Gary,Evans,1
999 000022334450,NK999459,NK999440,1004991,28/05/2009,1,Gary,Evans,1
```

- 2 Follow steps 1–2 on page 3, then click **upload a file**
- 3 Click **Browse** to find the file to upload.
- 4 Click **Continue** to proceed or click **Browse** again to choose a different file.
- 5 Follow the prompts to **Send** the information to the database.
- 6 Retain the **Upload ID** notified by the database as a record of the transaction.



TIPS

If your reader software does not create the file, use Excel or Notepad – the fields are the same as on the **Enter the details** screen.

If there is no NVD/Waybill number, leave the fourth field empty. In Notepad, use commas to separate fields.

The procedure for uploading a file is the same in all cases.

If you want more information, click **Help**

Cattle moved from my current holdings

After saleyards transfer cattle onto an agent's PIC, the agent must move the cattle off their Agent PIC and onto the correct destination PIC within 7 days. If cattle on your Agent PIC die, type 'DECEASED' in the destination PIC field to transfer those cattle off your current holdings.

- 1 Select **Cattle moved from my current holdings** and click **Go**
- 2 Tick all the cattle you want to move **off** your current holdings.
- 3 Scroll down to the bottom of the screen.
- 4 Enter the **destination PIC** and choose the **date** the cattle moved.
- 5 Click **Continue** to proceed or click **Back** to change the details.
- 6 Follow the prompts to **Send** the information to the database.
- 7 Retain the **Upload ID** notified by the database as a record of the transaction.

TIPS

If you need to move more than 300 cattle off your agent PIC, use the **cattle moved off my property** (upload a file) option instead.

The **Select all** button ticks all items on the **current** screen.

If you see a **Next page** button, there are more pages to view and select from.

To search for specific items, click **Filter by**

- Select a **field** to filter by, enter the **text** you want to find, then click **Apply**

To view all your cattle on one screen, select **All** from the **Items per page** box.

Click **Help** for information on sorting the list.

Cattle moved off/onto property

State regulations specify who is responsible for recording cattle transfers. If cattle are bought or sold through a saleyard, or sold to an abattoir, the saleyard or abattoir records the transfer on the database.

If cattle are bought and sold privately, and the client's PIC is linked to an agent's account on the database, the agent can record cattle movements for the client.

Agents should record transfers **onto** a property if their clients:

- buy from a breeder privately and move cattle onto their own property
- move cattle to a property with a different PIC, even if they own both properties
- move cattle to an agistment property with a different PIC.

Agents may record transfers **off** a property if their clients:

- sell cattle privately
- find cattle dead on their property (type 'DECEASED' in the destination PIC field to transfer those cattle off the client's property).

Agents may use the **Cattle moved off my property** option to move cattle off the agent's PIC within 7 days. Normally, agents would use the **Cattle moved from my current holdings** option for that purpose, but if there are more than 300 cattle to transfer off, uploading a file to the database is faster.

The screenshot shows the 'Agent home' interface. At the top, there's a 'Welcome NLIS,' message and a 'Change' button. Below that, a section titled 'What do you want to do today?' contains a dropdown menu. The dropdown is open, showing options like 'Account management', 'Notify the database of:', 'Cattle moved (non-written authority)', 'Cattle moved from my current holdings', 'Cattle moved off my property' (which is circled in red), 'Cattle moved onto my property', 'ERP enquiry', and 'Transfer correction'. A 'Go' button is visible to the right of the dropdown.

- 1 Select **Cattle moved off my property** or select **Cattle moved onto my property** and click **Go**
- 2 Choose **one** of three methods:
 - Click **type in the details** ... see page 8.
 - Click **upload a file** ... see page 8.
 - Click **choose from the list** ... see page 9.

TIPS

Print the **Entering device numbers** Tech Tip.

To transfer cattle, you need the **NLISID** or **RFID** numbers, the **PICs** they are moving from and to, the **NVD** or Waybill number (if there is one) and **date** the cattle moved.

PIC number

A unique property Identification Code, for example, **SA123456**

NLISID number

The number printed on the outside of the electronic ear tag, or on the management tag matching a rumen bolus, for example **SA123456VBA00001**

RFID number

The electronic chip number inside the tag or bolus, for example **999 000001234567**

Leave **one space** after the first three numbers.

You can **copy** an electronic list of devices to the clipboard and use the **type in the details** method to **paste** the numbers on screen.

Methods

- Use **type in the details** to enter the details on the screen
- Use **upload a file** if you have a file containing all the transfer details
- Use **choose from the list** to view devices on your property and tick cattle that moved **off**

Type in the details method

Enter the details Step 1 of 3

1 Enter the cattle you want to move
Type the visual number (NLISID) or electronic number (RFID) in the box below. Press the 'Enter' key after each number.

SA123456VBA0002
SA123456VBA00001

2 What PIC are you moving them from?
Select your source PIC below.

PICTEST1

3 What PIC are you moving them to?
Enter the destination PIC below.

PICTEST6

4 What is the NVD/Waybill number?
Enter the NVD/Waybill number in the field below.

1004987

5 When were the cattle moved?
Choose the date below.

11 Sep 2008

- Enter details in the fields shown above.
- Click **Continue** or click **Back** to change the details.
- Confirm and click **Send** to submit the details to the database.
- Retain the **Upload ID** of the transaction for your records.

Upload a file method

- Create and save a file in CSV or TXT format on your computer.

Excel file example to transfer two cattle:

NLIS ID (or RFID)	Source PIC	Dest PIC	NVD	Date
SA123456VBA00001	SA123456	MABC1234		11/09/2008
SA123455VBA00002	SA123456	MABC1234		11/09/2008

Notepad/Wordpad file example:

```
SA123456VBA00001,SA123456,MABC1234,,11/09/2008
SA123455VBA00002,SA123456,MABC1234,,11/09/2008
```

- Follow steps 1–2 on page 7 and click **upload a file**

Choose your file Step 1 of 3

Which file would you like?
Click 'Browse' to find the file you have already created. Select the file and click 'Continue'.

C:\My Documents\NLIS\Transfer cattle 310908.csv

Help **Browse...**

View files I've already uploaded

Back **Continue**

- Click **Browse...** to find the file to upload.
- Click **Continue** or **Browse...** to choose a different file.
- Follow prompts to confirm and **Send** details to the database.
- Retain the **Upload ID** of the transaction for your records.

TIPS

Enter the details (Screen Step 1)

- NLISIDs or RFIDs
- Source PIC
- Destination PIC
- NVD (optional)
- Date

Press the **Enter** key after each device to transfer that number to the large box below.

Alternatively, **copy** an electronic list of numbers to the clipboard (**Ctrl** and **C**). Click in the large box and **paste** in the numbers (**Ctrl** and **V**).

If you make a mistake, select the wrong NLISID or RFID number and press the **Delete** key.

Create a file

If there is no **NVD/Waybill**, leave the fourth field empty.

If your reader software does not create the file, use Excel, Notepad or Wordpad.

Use commas to separate Notepad or Wordpad fields. When you finish typing the information for one animal, press **Enter** to start a new line for the next animal.

Save a file

Save **Excel** files in **CSV** (Comma Separated Values) format.

Save **Notepad** or **Wordpad** files in **TXT** (Text) format

Choose from the list method

You can only use this option to move cattle **off** a property.

- 1 Click **► choose from the list**
- 2 Enter details in the fields shown below.

- 3 Click **► Continue** or click **◀ Back** to change the details.
- 4 Tick all the cattle that you want to move **off** the property.

- 5 Click **► Continue** or click **◀ Back** to change the details.
- 6 Enter details in the fields shown below.

- 7 Click **► Continue** or click **◀ Back** to change the details.
- 8 Follow prompts to confirm and **► Send** details to the database.
- 9 Retain the **Upload ID** of the transaction for your records.

TIPS

You may record the transfer **off** your property to ensure the cattle are removed from your account.

Choose your cattle (Screen Step 1)

- Choose **one** option
- Select the **PIC**
- For **cattle moved onto** or **cattle bred on**, choose a date range

Choose your cattle (Screen Step 2)

► Help explains how to sort the list of items.

► Select all ticks items on the **current** screen.

► Next page means there are more pages to view and choose from.

To view all items on one page select **All** from the **Items per page** box.

To search for specific items click **► Filter by**

- Select a **field** to filter by, enter the **text** you want to find and **► Apply**

or

- Select **Status** as the **field** to filter by, tick **status types** to include and **► Apply**

Export results

Click **► Export** if you want to save the data as a file on your computer.

Enter the details (Screen Step 3)

- Enter the **PIC**
- Choose the **date**
- Enter **NVD/Waybill** (optional)

Cattle moved into saleyard

If cattle are bought or sold through a saleyard, the saleyard notifies the NLIS database of cattle movements. After a sale, cattle must be transferred **off** the saleyard holdings and onto the purchaser's PIC. Unsold animals must be transferred back to the vendor's PIC. Transfers must be done within the timeframe specified by State regulations.

Saleyard home

Welcome **Adam**,

Any transaction that you do in this session will be confirmed by an e-mail to **test.user02.1stPartyUser@staging.mlahost.com.au**. If this is not your e-mail address, click the 'Change' button to update your account details.

Change

What do you want to do today?

I want to (Please select)

- (Please select)
- Account management
- View/edit my account details
- Notify the database of:
 - Cattle moved into saleyard**
 - Cattle moved out of saleyard
 - Device status

Go

- 1 Create and save a file in CSV or TXT format on your computer.

An **Excel** file to move cattle into the saleyard would look like the shaded rows:

EUSY2060	999 000000001234	NA123456	1004905	17/01/2009	P
EUSY2060	999 000000001255	NA123456	1004905	17/01/2009	P
Saleyard ID	NLISID (or RFID)	Source PIC	NVD	Sale date	Type of transfer

The **Notepad** file to move cattle into the saleyard would look like:

```
EUSY2060,999 000000001234,NA123456,1004905,17/01/2009,P
EUSY2060,999 000000001255,NA123456,1004905,17/01/2009,P
```

- 2 Select **Cattle moved into saleyard** and click **Go**

Cattle moved into saleyard

Choose your file Step 1 of 3

Which file would you like?

Click 'Browse' to find the file you have already created.
Select the file and click 'Continue'.

C:\My documents\NLIS\Saleyard In\Cattle transfer 030409.csv **Browse**

Help

View files I've already uploaded

Back **Continue**

- 3 Click **Browse...** to find the file to upload.
- 4 Click **Continue** or **Browse...** to choose a different file.
- 5 Follow prompts to confirm and **Send** details to the database.
- 6 Retain the **Upload ID** of the transaction for your records.

TIPS

Method

To record a **Saleyard IN** transfer, you must **upload a file** to the database.

If the file has not been created by your saleyard software, create the file with Excel or Notepad.

An Excel file is faster, because you can copy and paste PIC and NVD details, rather than typing them in for each animal.

Save **Excel** files in **CSV** (Comma separated values) format.

Save **Notepad** or **Wordpad** files in **TXT** (text) format.

The format of the **Saleyard OUT** file is the same as the Saleyard IN example on the left, except that the **Destination PIC** (where the cattle went) is entered instead of the **Source PIC** and the Transfer type is **S** (Sell Possession) instead of **P** (Take Possession).

Cattle moved out of saleyard

Saleyard home ▶ Help

Welcome **Adam**,

Any transaction that you do in this session will be confirmed by an e-mail to **test.user02.1stPartyUser@staging.mlahost.com.au**. If this is not your e-mail address, click the 'Change' button to update your account details.

▶ Change

What do you want to do today?

I want to (Please select) ▶ Go

- (Please select)
- Account management
- View/edit my account details
- Notify the database of:
 - Cattle moved into saleyard
 - Cattle moved out of saleyard**
 - Device status
 - ERP enquiry
 - EU enquiry
 - Replaced tags
 - Sheep and goat mob-based movements
 - Transfer correction

TIPS

Methods

To record a **Saleyard OUT** transfer, you can **upload a file** to the database or **choose from the list** of cattle in the saleyard.

Upload a file

If you need to move more than 300 animals, the **upload a file** method is faster.

The format of a **Saleyard Out** file is the same as the **Saleyard In** example, except that you enter the **Destination PIC** (where the cattle went) instead of the Source PIC and **S** (Sell Possession) as the **Transfer type** instead of P (Take Possession).

Upload a file method

- 1 Create and save a file in CSV or TXT format on your computer.
- 2 Select **Cattle moved out of saleyard** and click ▶ Go

Choose your file Step 1 2 3

Which file would you like?

Click 'Browse' to find the file you have already created. Select the file and click 'Continue'.

C:\My Documents\NLIS\Saleyard OUT cattle 190109.csv Browse...

▶ Help

▶ View files I've already uploaded

◀ Back ▶ Continue

- 3 Click ▶ Browse... to find the file to upload.
- 4 Click ▶ Continue or ▶ Browse... to choose a different file.
- 5 Follow prompts to confirm and ▶ Send details to the database.
- 6 Retain the **Upload ID** of the transaction for your records.

Choose from the list method

- 1 Select **Cattle moved out of saleyard** and click **Go**
- 2 Click **choose from the list**
- 3 If you have more than one Saleyard ID, select the correct Saleyard ID from the drop-down list and click **Continue**
- 4 View the list of cattle in that saleyard.
- 5 Tick all the cattle that you want to move **out** of the saleyard.

Choose the cattle you want to move Step 1 2 3 4

Here is a list of the current holdings for your saleyard ID: **EUSY4433**.
Select the cattle you want to move from the following list by clicking in the checkbox (☒) in the first column. You can also remove a tick by clicking on it. Click 'Continue' when you have finished.

Help

Displaying items 1 - 20 of 36.
Number of selected items: 7

	☐	NLIS ID	RFID	Vendor PIC	NVD/Waybill	Sale date
1	☐	NK999395XB00115	982 999999993014	NK999635	A212345	01/01/1999
2	☐	NK999395XEB00256	982 999999993155	QCGC0568	1234567	25/10/2006
3	☐	NK999395XEB00257	982 999999993156	QCGC0568	1234567	25/10/2006
4	☒	NK999395XEB00258	982 999999993157	QCGC0568	1234567	25/10/2006
5	☒	NK999395XEB00259	982 999999993158	QCGC0568	1234567	25/10/2006
14	☐	NK999395XB00105	982 999999993004	NK999635	A212345	11/01/2007
15	☒	NK999395XB00104	982 999999993003	NK999635	A212345	12/01/2007
16	☒	NK999395XEB00231	982 999999993130	NK999440	A212345	06/02/2007
17	☒	NK999395XB00109	982 999999993008			/02/2007
18	☐	NK999395XEB00236	982 999999993135			/02/2007
19	☐	NK999395XEB00235	982 999999993134			/02/2007
20	☐	NK999395XEB00229	982 999999993128			/02/2007

Page 1 of 2 1 2 **Next page**

Select all **Deselect all** **Column display** Items per page: 20 **Filter by** **Export**

Step 1. Select the field to filter by
Vendor PIC

Step 2. Enter the text that you want to find, then click 'Apply'
NK420750

Apply **Close**

Where are the cattle going? Enter the destination PIC below.
PICKTEST2

When were the cattle moved? Choose the date below.
2 Jun 2009

- 6 Click **Continue** or click **Back** to change the details.
- 7 Follow prompts to confirm and **Send** details to the database.
- 8 Retain the **Upload ID** of the transaction for your records.

TIPS

(Screen Step 1)

Select the correct **Saleyard ID** from the drop-down list.

(Please select)

(Please select)

EUSY0000

EUSY4321

EUSY4433

(Screen Step 2)

- Tick all the cattle to move out.
- Enter the **destination PIC** and **date** the cattle moved.

Help explains how to sort the list of items.

Select all ticks items on the **current** screen.

Next page means there are more pages to view and choose from.

To view all items on one page select **All** from the **Items per page** box.

To search for specific items click **Filter by**

- Select a **field** to filter by, enter the **text** you want to find and **Apply**

or

- Select **Status** as the **field** to filter by, tick **status types** to include and **Apply**

Export results

Click **Export** if you want to save the data as a file on your computer.

Sheep and goat mob-based movements

Saleyards can record mob-based sheep and goat movement details on the NLIS database. The details are obtained from documents that accompany livestock movements – National Vendor Declarations, Waybills and Travelling Stock Statements.

Saleyard home

Welcome **Adam**,

Any transaction that you do in this session will be confirmed by an e-mail to **test.user02.1stPartyUser@staging.mlahost.com.au**. If this is not your e-mail address, click the 'Change' button to update your account details.

Change

What do you want to do today?

I want to (Please select)

- (Please select)
- Account management
- View/edit my account details
- Notify the database of:
 - Cattle moved into saleyard
 - Cattle moved out of saleyard
 - Device status
 - ERP enquiry
 - EU enquiry
 - Replaced tags
 - Sheep and goat mob-based movements**
 - Transfer correction

Go

TIPS

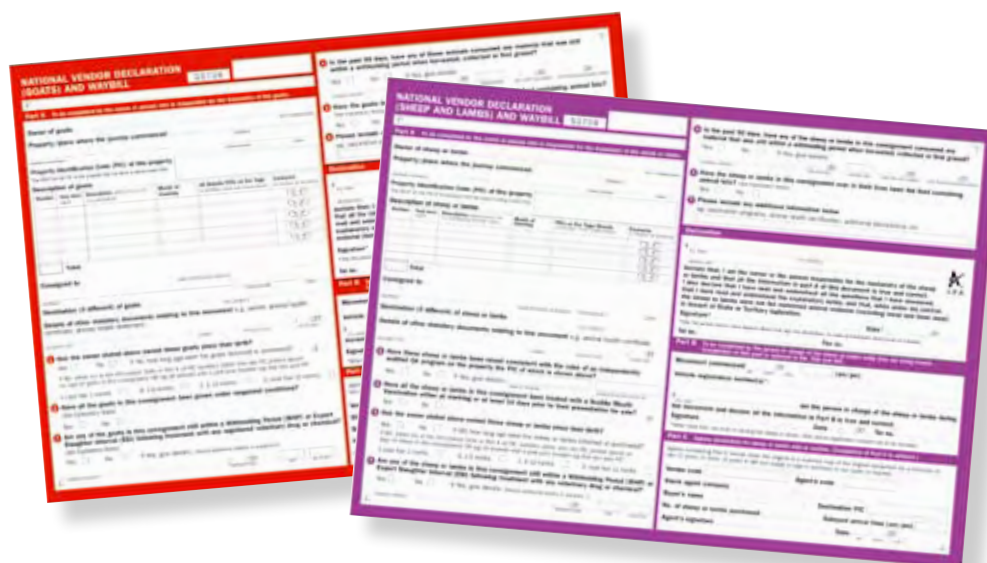
Methods

- Use the **type in the details method** to record data for one mob movement and/or attach a file containing a scanned image of one NVD form.
- Use the **upload a file method** to submit data for multiple mob movements.

If you use this method, you cannot attach files containing scanned images of the NVD forms.

If you want to upload a file, see the Excel file example on page 15 for two mob-based sheep movements.

- 1 Select **Sheep and goat mob-based movements**, and click **Go**
- 2 Choose one of two methods:
 - Click **type in the details** to type or paste details on-screen... see page 14.
 - Click **upload a file** to upload a file from your computer... see page 15.



Type in details method

Enter the details Step 1 2 3

Please complete the following information. Fields marked with an * must be filled in.

*Species *Transfer Date
 Sheep 31 May 2009

*FROM PIC *Number of head
 PICTESTS 50

Other PICs listed on NVD
 Enter each PIC on a separate line followed by the ENTER key.

*NVD Serial Number
 66337722

*TO PIC / Number of head
 PICTEST2/40
 PICTEST6/10
 Enter the TO PIC and the number of head by separating them with the character / (i.e. PIC12345/200). If there is more than one TO PIC, enter each PIC on a separate line followed by the ENTER key

*Saleyards ID
 NLSY4322

Selling Agent.
 Enter each Selling Agent's NLIS User ID on a separate line followed by the ENTER key

NVD Image
 Select a file to attach with this Mob based movement. The file can not be greater than 1MB. Extension allowed are: PDF, JPG, GIF, TIF or PNG
 Browse...

Back Continue

- 1 Enter the details in the compulsory* fields:
 - Select **Species** and **Transfer date**.
 - Enter the **From PIC** and **Number of head**.
 - Type or paste in the **Other PICs listed on NVD** (if appropriate).
 - Type in the **NVD Serial Number**.
 - Type in the **Saleyards ID**.
 - Type in the **Selling agent(s)** NLIS User ID (optional).
- 2 Click **Browse...** if you want to select a file containing an image of the NVD form (optional).
- 3 Click **Continue** to proceed or click **Back** to change the details.
- 4 Follow the prompts to **Send** the details to the database.
- 5 Retain the **Upload ID** notified by the database as a record of the transaction.

Upload a file

- 1 Create and save the file in **CSV** (Comma delimited) format on your computer.
- 2 Follow steps 1–2 on page 13 and click [upload a file](#)

An Excel file for two mob-based sheep movements looks like this:

Sheep	14/01/2009	NK999475	102		10049871234	PICTEST1/50 PICTEST2/52	EUSY0000	USERAGNT USERAGN2
Sheep	12/01/2009	NK999433	46	QITR0749 QEBL0021	33441004987	QEBL0021/23 QITR0749/23	EUSY0000	
Species	Transfer date	From PIC	No. of Head	Other PICs	NVD	To PIC /Head	Saleyard ID	Selling agents

Choose your file Step 1 2 3

Which file would you like?

Click 'Browse' to find the file you have already created.
Select the file and click 'Continue'.

C:\My Documents\NLIS\Sheep mob 310509.csv [Browse...](#)

[Help](#)

[View files I've already uploaded](#)

[Back](#) [Continue](#)

- 3 Click [Browse...](#) to find the file to upload.
- 4 Click [Continue](#) or [Browse...](#) to choose a different file.
- 5 Follow prompts to confirm and [Send](#) details to the database.
- 6 Retain the **Upload ID** of the transaction for your records.

Device status

Saleyards can assign a 'status' code to cattle devices to indicate that:

- the devices were **damaged** (D1)
- the devices were **lost after attachment** to an animal (L2)

- 1 Select **Device status** and click **Go**
- 2 Choose **one** of two methods:
 - Click **type in the details** ... see page 17.
 - Click **upload a file** ... see page 17.

TIPS

Print the **Program and status codes** Tech Tip for more information.

To assign a device status, you must know the NLISID or RFID numbers of the devices, the date the status changed and the status type you want to assign, or remove.

Methods

- Use **type in the details** to enter the details on the screen

This method allows you to assign the **same** device status to **multiple** devices.

- Use **upload a file** if you have a file containing all the status details

If you want to assign a device status to a large number of devices, this method is faster and also allows you to assign the **same** or a **different** device status to **multiple** devices.

Type in the details method

- 3 Enter details in the fields shown above.
- 4 Click **Continue** or click **Back** to change the details.
- 5 Follow prompts to confirm and **Send** details to the database.
- 6 Retain the **Upload ID** of the transaction for your records.

Upload a file method

- 1 Create and save a file in CSV or TXT format on your computer.
- 2 Follow steps 1–2 on page 16 and click **upload a file**

An **Excel file** to assign a **D1** status to one animal and an **L2** status to another looks like the shaded rows:

NK999395XEB00266	30/05/2009	NLS	D1	ON
NI140229QC203514	30/05/2009	NLS	L2	ON
NLISID (or RFID)	Date assigned	Program code	Status code	Status setting

A **Notepad/Wordpad** file with the same details looks like this:

NK999395XEB00266,30/05/2009,NLS,D1,ON
NI140229QC203514,30/05/2009,NLS,L2,ON

- 3 Click **Browse...** to find the file to upload.
- 4 Click **Continue** or **Browse...** to choose a different file.
- 5 Follow prompts to confirm and **Send** details to the database.
- 6 Retain the **Upload ID** of the transaction for your records.

TIPS

Enter the details (Screen Step 1)

- NLISIDs or RFIDs
- Status date
- Status type
- Status On (or Off)

Press **Enter** after each device to transfer that number to the large box below.

Alternatively, **copy** an electronic list of numbers to the clipboard (**Ctrl** and **C**). Click in the large box and **paste** in the numbers (**Ctrl** and **V**).

If you make a mistake, select the wrong NLISID or RFID number and press the **Delete** key.

Create a file

If you upload a file, you **must** include the **NLS** Program code.

If your reader software does not create the file, use Excel, Notepad or Wordpad.

Use commas to separate Notepad or Wordpad fields. When you finish typing the information for one animal, press **Enter** to start a new line for the next device.

Save a file

Save **Excel** files in **CSV** (Comma Separated Values) format.

Save **Notepad** or **Wordpad** files in **TXT** (Text) format.

Replaced tags

If cattle arrive without tags, saleyard operators should apply an orange 'Post-breeder' emergency tag. If tags cannot be read electronically, remove the tags, note the visual **NLIS ID** and apply an orange tag. Before the animal moves out, submit a **Replaced tags** transaction to the database to link the old and new tag numbers. This will preserve any statuses associated with the old device, for example, lifetime traceability.

As the new tag was issued to the Saleyard PIC (which should be linked to the Saleyard ID) you do not need to 'take possession' of the new tag, but you must transfer the new tag to the buyer. If your saleyard software system does not handle tag replacements, submit a **Replaced tags** transaction to the database, and then notify your saleyard software support team so they can take appropriate action.

If you transfer the animal to the buyer without first recording the new tag, the **Saleyard OUT** transfer must be reversed by a **Transfer correction** before the **Replaced tags** transaction is recorded.



1 Select **Replaced tags** and click **Go**

2 Choose **one** of two methods:

- Click **type in the details** ... see page 19.
- Click **upload a file** ... see page 19.

TIPS

You must know the NLISID or RFID number of the **old** tag that was replaced, the **new** device number and the **date** the tag was replaced.



Methods

- Use **type in the details** to enter the details for one replaced device on the screen
- Use **upload a file** if you want to record the replacement of multiple devices and you have a file containing details for all the replaced tags

Type in the details method

Enter the details Step 1 of 3

1 What is the device you want to replace?
Type the visual (NLISID) or electronic (RFID) number in the box below.
999 000001234567

2 What is the new device?
Type the visual (NLISID) or electronic (RFID) number in the box below.
999 000001234998

3 When was the device replaced?
Select the date the device was replaced.
23 Oct 2008

- Enter details in the fields shown above.
- Click **Continue** or click **Back** to change the details.
- Follow prompts to confirm and **Send** details to the database.
- Retain the **Upload ID** of the transaction for your records.

Upload a file method

- Create and save a file in CSV or TXT format on your computer.

Excel file example to replace two tags:

Old NLIS ID (or RFID)	New NLIS ID (or RFID)	Date device replaced
999 000001234567	999 000001234998	23/10/2008
999 000001234588	999 000001234599	30/10/2008

Notepad/Wordpad file example:

```
999 000001234567,999 000001234998,23/10/2008
999 000001234588,999 000001234599,30/10/2008
```

- Follow steps 1–2 on page 18 and click **upload a file**

Choose your file Step 1 of 3

Which file would you like?
Click 'Browse' to find the file you have already created.
Select the file and click 'Continue'.

C:\NLIS\Replaced tags 301008.csv

Continue

- Click **Browse...** to find the file to upload.
- Click **Continue** or **Browse...** to choose a different file.
- Follow prompts to confirm and **Send** details to the database.
- Retain the **Upload ID** of the transaction for your records.

TIPS

Enter the details (Screen Step 1)

- NLISID or RFID of the **old** device
- NLISID or RFID of the **new** device
- Date replaced

If you make a mistake, select the wrong NLISID or RFID number and press the **Delete** key.

Create a file

If your reader software does not create the file, use Excel, Notepad or Wordpad.

Use commas to separate Notepad or Wordpad fields. When you finish typing the information for one animal, press **Enter** to start a new line for the next device.

Save a file

Save **Excel** files in **CSV** (Comma Separated Values) format.

Save **Notepad** or **Wordpad** files in **TXT** (Text) format.

Transfer correction

Property-to-property transfers and saleyard transfers can be corrected.

A transfer correction can only be:

- submitted by the account that uploaded the original transfer
- processed if it relates to the most recent transfer recorded for a device
- used to correct the **Transfer date, Source PIC, Destination PIC** and **NVD/Waybill** number
- used to remove a transfer if the wrong **device** was transferred.

Saleyard home Help

Welcome **Adam**,

Any transaction that you do in this session will be confirmed by an e-mail to **test.user02.1stPartyUser@staging.mlahost.com.au**. If this is not your e-mail address, click the 'Change' button to update your account details.

Change

What do you want to do today?

I want to (Please select)

- (Please select)
- Account management
- View/edit my account details
- Notify the database of:
 - Cattle moved into saleyard
 - Cattle moved out of saleyard
 - Device status
 - ERP enquiry
 - EU enquiry
 - Replaced tags
 - Sheep and goat mob-based movements
 - Transfer correction**

Go

- 1 Select **Transfer correction** and click Go

Enter the details Step 1 2 3 4

Which transfers would you like to view?

Enter the upload ID, select the correction type then click 'Continue'.

I want to view all transferred cattle on upload ID:

What do you want to do? (Please select) the transfers

- (Please select)
- Remove
- Edit

Help Back Continue

- 2 Enter the **upload ID** that contains the transfers, then select **Edit** or **Remove** and click Continue
 - To **Edit** transfers ... see page 21.
 - To **Remove** transfers ... see page 22.

TIPS

You can correct data **you** submitted to NLIS.

The database retains the **original** transfer details but the transaction history for the device shows the **modified** transfer details.

You can edit or remove a transfer for a specific device **once** only, so check changes carefully.

If you make a mistake, contact the NLIS Helpdesk or your State DPI to request assistance.

See the back cover of the User Guide for the contact details.

If you don't know the **upload ID** that contains the transfers you want to remove or edit, select **View my transaction history** from the home page.

Select the date you uploaded the transfer and click Go

Edit transfers

You can **edit** a transfer for a specific device only **once**, so before you send changes to the database, check the details carefully.

- To edit details for individual transfers, click the [Edit item](#) link.

- Enter details in the **Edit item** window.

or

To edit the **same** details for a **group** of transfers, tick each transfer you want to edit, then click [Enter selected items](#)

- Enter details in the **Edit selected items** window.

Correct your selected transfers Step 1 2 3 4

The following cattle were transferred by upload ID: 602592.

Which transfers do you want to edit?

Select the transfers you want to correct as a group from the following list and then click 'Edit selected items'. To change an individual transfer click on 'Edit item'.

Click 'Continue' when you have finished. Click 'Back' if you want to select a different list of transfers.

Displaying items 1 - 9 of 9.
Number of selected items: 2

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination PIC	NVD/Waybill	Edit
1	NI140229QCZ03442	951 000000006383	07/11/2008	NI140229	QBZZ2222	876950494	Edit item
2	NI140229QCZ03443	951 000000006336	07/11/2006	NI140229	QBZZ2222	876950494	Edit item
3	NI140229QCZ03465	951 000000006228	07/11/2006	NI140229	QBZZ2222	876950494	Edit item
4	NI140229QCZ03484	951 000000006209	07/11/2006	NI140229	QBZZ2222	876950494	Edit item
5	NI140229QCZ03514	951 000000006278	07/11/2006	NI140229	QBZZ2222	876950494	Edit item
8	NI140229QCZ03583	951 000000006100	07/11/2006	NI140229	QBZZ2222	876950494	Edit item
9	NI140229QCZ03588	951 000000006256	07/11/2006	NI140229	QBZZ2222	876950494	Edit item

Items per page: 20

[Select all](#) [Deselect all](#) [Filter by](#)

[Back](#) [Continue](#)

- Click [Submit](#) to confirm or [Cancel](#) to see the previous screen.

After you submit, edited transfers are shaded in orange.

- When you have finished editing transfers, click [Continue](#)

Confirm details Step 1 2 3 4

If these details are correct, click 'Send' to continue. If they are incorrect, click 'Back' to change them.

[Help](#)

You are about to **Edit** the following transfers on upload ID: 602592.

Displaying items 1 - 1 of 1.

Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination PIC	NVD/Waybill
NI140229QCZ03442	951 000000006383	07/11/2006	NI140229	QBZZ2222	876950494

Items per page: 20

The information above will be updated with the following,

Displaying items 1 - 1 of 1.

Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination PIC	NVD/Waybill
NI140229QCZ03442	951 000000006383	07/11/2008	NI140229	QBZZ2222	876950494

Items per page: 20

[Send](#) [Back](#)

- Click [Send](#) to proceed or click [Back](#) to change the details.

- Follow prompts to confirm and [Send](#) details to the database.

- Retain the **Upload ID** of the transaction for your records.

TIPS

[Help](#) explains how to sort the list of items.

[Select all](#) ticks items on the **current** screen.

[Next page](#) means there are more pages to view and choose from.

To view all items on one page select **All** from the **Items per page** box.

To search for specific items click [Filter by](#)

- Select a **field** to filter by, enter the **text** you want to find and

[Apply](#)

or

- Select **Status** as the **field** to filter by, tick **status types** to include and [Apply](#)

Edit item

Visual number (NLISID)
NI140229QCZ03442

Electronic number (RFID)
951 000000006383

Transfer date
7 Nov 2008

Source PIC
NI140229

Destination PIC
QBZZ2222

NVD/Waybill
876950494

[Cancel](#) [Submit](#)

Edit selected items

Transfer date
4 Nov 2008

Source PIC

Destination PIC

NVD/Waybill

[Cancel](#) [Submit](#)

Remove transfers

If you transferred the wrong device(s), you can **remove** a transfer.

You can do this for a specific device only **once**, so before you confirm and send changes to the database, check the details carefully.

- 3 Tick each transfer that you want to remove or click **Select all** to tick all items on the current screen.

Choose your cattle Step 1 2 3 4

The following cattle were transferred by upload ID: **602592**.

Which transfers do you want to remove?

Select the transfers by clicking in the check box (☒) in the first column. You can also remove a tick by clicking on it. Click 'Continue' when you have finished. Click 'Back' if you want to request a different list of transfers.

Help

Displaying items 1 - 9 of 9.
Number of selected items: 2

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination PIC	NVD/Waybill	
1	☒	NI140229QCZ03442	951 000000006363	07/11/2006	NI140229	QBZZ2222	876950494
2	☒	NI140229QCZ03443	951 000000006336	07/11/2006	NI140229	QBZZ2222	876950494
3	☐	NI140229QCZ03465	951 000000006228	07/11/2006	NI140229	QBZZ2222	876950494
4	☐	NI140229QCZ03484	951 000000006209	07/11/2006	NI140229	QBZZ2222	876950494
5	☐	NI140229QCZ03514	951 000000006278	07/11/2006	NI140229	QBZZ2222	876950494
6	☐	NI140229QCZ03531	951 000000006044	07/11/2006	NI140229	QBZZ2222	876950494
7	☐	NI140229QCZ03560	951 000000006087	07/11/2006	NI140229	QBZZ2222	876950494
8	☐	NI140229QCZ03583	951 000000006100	07/11/2006	NI140229	QBZZ2222	876950494
9	☐	NI140229QCZ03588	951 000000006256	07/11/2006	NI140229	QBZZ2222	876950494

Select all **Deselect all** Items per page: 20 **Filter by**

Back **Continue**

- 4 When you have selected all the transfers to be removed, click **Continue**

Confirm details Step 1 2 3 4

If these details are correct, click 'Send' to continue. If they are incorrect, click 'Back' to change them.

Help

You are about to **Remove** the following transfers on upload ID: **602592**.

Displaying items 1 - 2 of 2.

	Visual number (NLISID)	Electronic number (RFID)	Transfer date	Source PIC	Destination PIC	NVD/Waybill
1	NI140229QCZ03514	951 000000006278	07/11/2006	NI140229	QBZZ2222	876950494
2	NI140229QCZ03531	951 000000006044	07/11/2006	NI140229	QBZZ2222	876950494

Items per page: 20

- 5 Check that the transfers you want to remove are displayed on the **Confirm details** screen.
- 6 Click **Send** to proceed or click **Back** to select different transfers.
- 7 Follow prompts to confirm and **Send** details to the database.
- 8 Retain the **Upload ID** of the transaction for your records.

TIPS

Help explains how to sort the list of items.

Select all ticks items on the **current** screen.

Next page means there are more pages to view and choose from.

To view all items on one page select **All** from the **Items per page** box.

To search for specific items click **Filter by**

- Select a **field** to filter by, enter the **text** you want to find and **Apply**

or

- Select **Status** as the field to filter by, tick **status types** to include and **Apply**

ERP enquiry

Agents and saleyards have two ways to check the Extended Residue Program status of properties before cattle sales.

1. Submit an **ERP enquiry** by sending a file to the database.
2. Run the **ERP PIC status** report (see page 28).

For an enquiry, you must create a file containing a list of PICs and send it to the database. The database returns the results as a CSV (Comma separated values) file attachment to an E-mail message.

If you are permitted to view details for the PIC numbers you submitted, the results will indicate the current ERP status of those PICs.

If you run the report instead, the results are displayed on-screen.

- 1 Create and save a file in CSV or TXT format on your computer.
- 2 Select **ERP enquiry** and click **Go**

- 3 Click **Browse...** to find the file to upload.
- 4 Click **Continue** or **Browse...** to choose a different file.
- 5 Follow prompts to confirm and **Send** details to the database.
- 6 Retain the **Upload ID** of the transaction for your records.

TIPS

Print the **Program and status codes** Tech Tip.

To submit an **ERP enquiry**, you must know the PIC numbers and create a file to upload those numbers to the database.

Create a file

An Excel file to check the status of three PICs looks like this:

QABC1234

NA123456

SA123456

For a Notepad or WordPad file, press **Enter** to start a new line for the next PIC.

QABC1234

NA123456

SA123456

Save a file

Save **Excel** files in **CSV** (Comma Separated Values) format.

Save **Notepad** or **Wordpad** files in **TXT** (Text) format

EU enquiry

Saleyards can send a file to the database containing a list of NLIS IDs or RFIDs, or a list of PICs, to check the European Union status of animals or properties before cattle sales. The results are returned by E-mail.

If you send a file containing NLIS ID or RFID numbers, you will receive a CSV (Comma separated values) file attachment containing the current PIC, RFID, NLIS ID, and EU status for only the animals you are enquiring about. If your file contains a list of PICs, the CSV file will include the same information, but for any devices currently registered to those PICs.

- 1 Create and save a file in CSV or TXT format on your computer.
- 2 Select **EU enquiry** and click **Go**

- 3 Click **Browse...** to find the file to upload.
- 4 Click **Continue** or **Browse...** to choose a different file.
- 5 Follow prompts to confirm and **Send** details to the database.
- 6 Retain the **Upload ID** of the transaction for your records.

TIPS

Step 1

Open Notepad to create a file to send to NLIS.

Step 2

In the Notepad window, type **either** the RFID or NLIS ID numbers that you want to enquire about. Press **Enter** after each RFID or NLIS number, so that each device is on a new line.

A Notepad file with three **NLIS ID** numbers looks like this:

```
QABC1234VBA00001
QABC1234VBA00002
QABC1234VBA00055
```

A Notepad file with three **PICs** looks like this:

```
QABC1234
NA123456
SA123456
```

Step 3

When you have finished typing in the NLIS ID, RFID, or PIC numbers you want to enquire about, save your file with the default 'txt' extension, and name the file so it is clear to you what is contained in it.

Step 4

Upload your file to the database.

Step 5

Wait for the email message from the database to arrive with the results of your enquiry attached in a CSV file.

Generating reports

To comply with the National Traceability Performance Standards, State authorities must be able to trace cattle within 24 hours to contain disease outbreaks or chemical residue incidents.

There are database reports to help you monitor transfers on and off your PIC, reconcile your current holdings with your database account, check the status of properties or animals or search the central PIC register.

If you can't see the report you want on the home page, see **View/generate all reports** on page 36.

Saleyards home

Welcome Adam,

Any transaction that you do in this session will be confirmed by an e-mail to **test.user02.1stPartyUser@staging.mlahost.com.au**. If this is not your e-mail address, click the 'Change' button to update your account details.

[Change](#)

What do you want to do today?

I want to (Please select)

- (Please select)
- Account management
- View/edit my account details
- Reports**
- Debit enquiries
- ERP PIC status
- ERP program and status codes
- EU PIC status
- Search the PIC register
- View devices on my property
- View large report results
- View my current holdings

[Go](#)

- 1 Select the report you want and click [Go](#)
- 2 Enter the details for the specific report and click [Go](#)

View/generate all reports

[Print preview](#) [Help](#)

Which report would you like to view or generate?

Report name: View my current holdings [i](#)

Output type: On-screen

Property Identification Code: PICTEST6

[Go](#)

Displaying items 1 - 20 of 116.

	NLIS ID	RFID	Vendor PIC	Saleyards name	NVD/Waybill	Description	Sale date
1	NH375034XEA00002	982 000029746236					
2	PICTEST6XBB00407	982 000057703631		NLIS QA Team			
17	PICTEST6XEA93213	982 999995993213		MLA			
18	PICTEST6XEA93214	982 999995993214		MLA			
19	PICTEST6XEA93216	982 999995993216		Test			
20	PICTEST6XEA93217	982 999995993217		Test			

Page 1 of 6 1 2 3 4 5 6 [Next page](#)

[Column display](#) Items per page: 20 [Filter by](#) [Export](#)

TIPS

Selecting reports

Click the [i](#) icon next to the **Report name** for a description. If this is the report you want, click

[Go](#)

After selecting a report, click [Help](#) if you want more information on how to generate the report.

Output types

On-screen and **XML** reports will usually be delivered in a few minutes.

E-mail reports will usually be delivered within two hours.

If you request an **On-screen** report, but there is too much data to display, you will receive an email message and can then access the report via the **View large report results** option.

Printing reports

When the report is displayed on-screen, click [Print preview](#) to see how the printed report would look.

To print the report, go to the **File** menu in **Print preview** and choose **Print**.

Customising reports

See page 26 for instructions

Customising reports

Sorting by fields

RFID ▼

Issue date ▲

Click a column heading to sort the report by that field. For example, to sort by the RFID field, click the **RFID** button at the top of the column. ▲ Indicates data is sorted in ascending order and ▼ indicates descending order. Click the button again to change the order.

Displaying items 1 - 20 of 41.

	pic	NLIS ID	RFID	transfer date	Issue date	LT	LT reason for loss	EU status	Management ID	Status	Active
1	PICTEST1	NE140229QCY00633	90000941058	06/11/2008	28/08/2003	N	2	N	UNKNOWN	[NLS,N] [DPFO,IMP]	YES
2	PICTEST1	3WLC01008U2105	900002447817	24/01/2008	08/06/1999	Y	-	N	UNKNOWN	[NLS,N]	YES
3	PICTEST1	NAZ50693XBV0428	900004400473	24/01/2008	03/05/2000	Y	-	N	UNKNOWN	[NLS,N]	YES
4	PICTEST1	3MYTS164XBV00124	900018031094	08/07/2004	22/08/2003	N	2	Y	UNKNOWN		YES
5	PICTEST1	3QLWB107XBV00036	900018031095	08/07/2004	27/08/2003	N	2	Y	UNKNOWN		YES
6	PICTEST1	3SPGB047XBV00061	900018031097	08/07/2004	22/08/2003	N	2	Y	UNKNOWN		YES
7	PICTEST1	3QLXR013XBV00090	900018031099	08/07/2004	22/08/2003	N	2	Y	UNKNOWN		YES
8	PICTEST1	3MYXC063XBV00474	900018031100	08/07/2004	22/08/2003	N	2	Y	UNKNOWN		YES
9	PICTEST1	3MYTS164XBV00075	900018031101	08/07/2004	22/08/2003	N	2	Y	UNKNOWN		YES
10	PICTEST1	3MYXC063XBV00375	900018031104	08/07/2004	22/08/2003	N	2	Y	UNKNOWN		YES
11	PICTEST1	3MYTN070XBV00055	900018031105	08/07/2004	22/08/2003	N	2	Y	UNKNOWN		YES
12	PICTEST1	3SPGW120XBV00091	900018031110	08/07/2004	22/08/2003	N	2	Y	UNKNOWN		YES
13	PICTEST1	3WLT001XBV02948	900018031112	08/07/2004	02/09/2003	N	2	N	82948	[NLS,N]	YES
14	PICTEST1	3EGNM010XBV00993	900018031115	08/07/2004	02/09/2003	N	2	Y	UNKNOWN		YES
15	PICTEST1	PICTESTSXBV00120	900018041262	05/05/2006	28/08/2003	Y	-	Y	UNKNOWN		YES
16	PICTEST1	PICTESTSXBV00119	900017188431	05/05/2006	28/08/2003	Y	-	Y	UNKNOWN		YES
17	PICTEST1	PICTESTSXBV00118	900018043553	05/05/2006	28/08/2003	Y	-	Y	UNKNOWN		YES
18	PICTEST1	PICTESTSXBV00114	900018053916	05/05/2006	28/08/2003	Y	-	Y	UNKNOWN		YES
19	PICTEST1	PICTESTSXBV00113	900017948621	05/05/2006	28/08/2003	Y	-	Y	UNKNOWN		YES
20	PICTEST1	PICTESTSXBV00111	900018031599	05/05/2006	28/08/2003	Y	-	Y	UNKNOWN		YES

Page 1 of 3 1 2 3 **Next page**

Column display Items per page: 20

TIPS

After a report is displayed on screen, you can customise it to suit your needs.

Items per page: 20

20
40
60
80
All

Next page / Items per page

Page 1 of 3 1 2 3 **Next page**

The report automatically displays 20 items on each page. If there are more than 20 items, you will see a **Next page** button. To view all items on one screen, select **All** from the **Items per page** box.

Column display

Column display

To choose which columns are displayed, click the **Column display** button. A pop-up window lists the column names in the report. Un-tick checkboxes for any columns you don't want to view and click the **Submit** button to update the report information on the screen.

19 PICTEST1 PK ☐ pic
20 PICTEST1 PK ☒ NLIS ID
☒ RFID
Page 1 of 3 1 2 3 **Column display**
☐ transfer date
☐ Issue date
☒ LT
☒ LT reason for loss
☐ EU status
☒ Management ID
☒ Status
☐ Active
Submit

Filter by

Filter by

You can only filter or search by one field at a time. To filter or search for particular records within the report, click the **Filter by** button. Select the field you want to search or filter by, enter the text you want to find and click the **Apply** button. To search by status, select **Status** and tick the **Status types** you want to view. To remove a filter, click the **Remove filter** button.

Step 1. Select the field to filter by
NLIS ID
Step 2. Enter the text that you want to find, then click 'Apply'
NK268664GBW00004
Apply **Close**

Step 1. Select the field to filter by
Status
Step 2. Select the status type, then click 'Apply'
☐ Active
☐ Device lost after attachment
☐ Replaced device
☐ Damaged device
☒ Inactive device
Apply **Close**

Export

Export

Results for any report can be exported to a file that can be saved on your computer or imported into other software programs. To export the report results displayed on screen, click the **Export** button, then click the **Help** button on the **Export results** screen and follow the instructions.

Beast enquiries

If you know the **NLISID** numbers of devices and need the matching **RFID** numbers, you can find out using the **Beast enquiries** report.

If the device numbers entered are registered to a PIC linked to your account, the report will display the Current PIC, RFID, NLIS ID, EU status and LT status.

If the devices were previously registered to that PIC, only the RFID and NLISID will be displayed. If the device was never registered to that PIC, you will be advised 'You are not authorised to view information for that device.'

TIPS

Print the **LT Reason for loss codes** Tech Tip.

Customising and printing reports

See **TIPS** pages 25–26.

The screenshot shows the 'Saleyard home' page. A dropdown menu is open under 'What do you want to do today?'. The menu options are: (Please select), Account management, View/edit my account details, Reports, **Beast enquiries** (highlighted with a red circle), ERP PIC status, ERP program and status codes, EU PIC status, Search the PIC register, View devices on my property, View large report results, and View my current holdings. A 'Go' button is visible to the right of the dropdown.

- 1 Select **Beast enquiries** and click **Go**
- 2 Choose an **Output type** for the report.
- 3 Enter the **NLISID** or **RFID** numbers and click **Go**

The screenshot shows the 'View/generate all reports' page. The 'Report name' is set to 'Beast enquiries'. The 'Output type' dropdown is open, showing options: On-screen (selected), XML, and E-mail. The 'NLISID OR RFID' field contains the number 'NC420633XEA05407'. A red circle highlights the 'Print preview' button. Below the form, a table displays the results:

	PIC	RFID	NLIS ID	EU Status
1	NK999459	982 000000429044	NC420633XEA05407	N

At the bottom, there are buttons for 'Column display', 'Items per page: 20', 'Filter by', and 'Export'.

Agents can enter only one device number.

Saleyards can enter multiple device numbers.

Press the **Enter** key after each device to start a new line.

Alternatively, **copy** an electronic list of numbers to the clipboard (**Ctrl** and **C**). Click in the large box and **paste** in the numbers (**Ctrl** and **V**).

If you make a mistake, select the wrong NLISID or RFID number and press the **Delete** key.

ERP PIC status

Agents and saleyards have two ways to check the Extended Residue Program status of properties before cattle sales.

1. Submit an **ERP enquiry** (see page 23).
2. Generate an **ERP PIC status** report (follow the steps below).

If you run the report, the results are displayed on-screen. If you are permitted to view details for the PIC numbers you submitted, the results will indicate the current ERP status for those PICs.

TIPS

Print the **Program and status codes** Tech Tip for a description of the codes displayed in the report.

- 1 Select **ERP PIC status** and click **Go**
- 2 Choose an **Output type** for the report.
- 3 Type or paste in the **PIC** numbers and click **Go**

	PIC	Program Code	Status code	Status code description	Valid
1	PICTEST1	LPA	A1	LPA QA Accredited	Yes
2	PICTEST1	NLS	EU	Assigned to properties that are accredited under the European Union Cattle Accreditation Scheme (EUCAS)	Yes
3	PICTEST2	AQ	AQ	AQ - Anthrax quarantine. Not for human consumption.	Yes

If there are no ERP statuses associated with the PICs you enter, the results will indicate 'Clear No Test'.

The Livestock Production Assurance (LPA) Program status of the properties will be displayed (if applicable).

ERP program and status codes

Agents and saleyards can run this report to view a list of Program and Status codes recognised by the NLIS database and a description of each code.

Status codes are grouped by **Program code** for example, [OC,T4]. Status codes may be assigned to properties, cattle or devices, so that animals can be traced along the supply chain, for residue testing and food safety purposes. 'PIC-based' codes are assigned to properties and 'Device-based' codes to cattle or devices.

Saleyard home ▶ Help

Welcome **Adam**,

Any transaction that you do in this session will be confirmed by an e-mail to **test.user02.1stPartyUser@staging.mlahost.com.au**. If this is not your e-mail address, click the 'Change' button to update your account details.

▶ Change

What do you want to do today?

I want to (Please select)

- (Please select)
- Account management
- View/edit my account details
- Reports**
- Beast enquiries
- ERP PIC status
- ERP program and status codes**
- EU PIC status
- Search the PIC register
- View devices on my property
- View large report results
- View my current holdings
- View my transaction history
- View/generate all reports**

▶ Go

- 1 Select **ERP program and status codes** and click ▶ Go

Agents must choose **View/generate all reports** then select the report from the ERP group.

View/generate all reports ▶ Print preview ▶ Help

Which report would you like to view or generate?

Report name: ERP program and status codes ▶

Output type: On-screen ▶

▶ Go

Displaying items 1 - 20 of 48.

	ProgramCode	StatusCode	StatusCodeDescription	ShortDescription	TestInstructions	SampleType	StatusType
1	AQ	AQ	AQ - Anthrax quarantine. Not for human consumption.	AQ - Anthrax quarantine. Not for human consumption.	AQ - Anthrax quarantine. Not for human consumption.	L	PIC Based
2	AV	AV1	Assigned to cattle that have been vaccinated against anthrax. Status lapses 42 days after date of vaccination and then converts to an AV2 status. Note: Anthrax vaccine has a 42 day WHP.	N2F - Sample fat for OC testing.	N2F - Sample fat for OC testing. Release carcass. Test one head with this status per consignment.	L	Device Based
20	NARH	K3	Cattle treated by antibiotics such as streptomycin within the last 2 years. Cattle with a K3 status may have antibacterial residues and so are unfit for human consumption.	Submit all granulomas from whole beast			Device Based

Page 1 of 3 1 2 3 ▶ Next page

▶ Column display Items per page: 20 Filter by ▶ Apply ▶ Close ▶ Export

Step 1. Select the field to filter by

StatusCode

Step 2. Enter the text that you want to find, then click 'Apply'

PB1

▶ Apply ▶ Close

If you run the report and choose **On-screen** as the Output type, you can customise how the information is displayed.

For example, to sort the list alphabetically by Status code, or by Program code, click the **StatusCode** or **ProgramCode** buttons.

To find a specific code, click the **Filter by** button.

For more information, see **TIPS** pages 28–29.

TIPS

As an alternative to running this report, for quick reference, agents and saleyards can print the **Program and status codes** Tech Tip.

Customising and printing reports

See **TIPS** pages 25–26.

EU PIC status

If a property is accredited under the European Union Cattle Accreditation Scheme (EUCAS), cattle on that property will have an EU status of Yes.

Agents can use this report to check the EU status of properties (PICs) to prepare pre-sale catalogues. The report returns the EU status associated with the PIC – **Y** (Yes EU accredited) or **N** (Not-EU accredited).

TIPS

All animals in the NLIS database have an EU status of **Yes** (the animal is eligible for the EU market), or **No** (the animal is **not** eligible for the EU market).

Saleyard home

Help

Welcome Adam,

Any transaction that you do in this session will be confirmed by an e-mail to **test.user02.1stPartyUser@staging.mlahost.com.au**. If this is not your e-mail address, click the 'Change' button to update your account details.

Change

What do you want to do today?

I want to

(Please select)

(Please select)

Account management

View/edit my account details

Reports

Beast enquiries

ERP PIC status

ERP program and status codes

EU PIC status

Search the PIC register

View devices on my property

View large report results

View my current holdings

View my transaction history

View/generate all reports

Go

- 1 Select **EU PIC status** then click

Go
- 2 Type or paste in the **PIC numbers**, then click

Go

View/generate all reports

Print preview

Help

Which report would you like to view or generate?

Report name

EU PIC status

Output type

On-screen

Property Identification Code

PICTEST6

Go

Displaying items 1 - 1 of 1.

	PIC	EU accredited?
1	PICTEST6	Y

Column display

Items per page: 20

Filter by

Export

Search the PIC register

Property Identification Code (PIC) registers maintained by States are uploaded to the NLIS Database to create a National PIC register.

You can search the register to find information about other properties. For example, you may know the PIC number, but not the name of the owner or business associated with that PIC.

State privacy laws specify what information may be disclosed, and to whom. If you are permitted to view the information, any records matching the details you typed in the search fields will be displayed.

TIPS

Customising and printing reports

See **TIPS** pages 25–26.

If you cannot see the **Search the PIC register** report on the home page menu, select **View/generate all reports**, scroll to the PIC queries group and select the report.

The report returns all records matching the information you entered and displays the contact details.

Saleyard home ▶ Help

Welcome **Adam**,

Any transaction that you do in this session will be confirmed by an e-mail to **test.user02.1stPartyUser@staging.mlahost.com.au**. If this is not your e-mail address, click the 'Change' button to update your account details.

▶ Change

What do you want to do today?

I want to (Please select)

- (Please select)
- Account management
- View/edit my account details
- Reports**
 - Beast enquiries
 - ERP PIC status
 - ERP program and status codes
 - EU PIC status
 - Search the PIC register**
 - View devices on my property
 - View large report results

▶ Go

- 1 Select **View/generate all reports** and click ▶ Go
- 2 Select **Search the PIC register** and click ▶ Go
- 3 Choose an **Output type** for the report.
- 4 Type information in one or more fields and click ▶ Go

Which report would you like to view or generate?

Report name Search the PIC register ▶ i

Output type On-screen

PIC NA082925

Surname Smith ✓ (match any text)

Property Name □ (match any text)

Business Name □ (match any text)

State NSW

Town □ (match any text)

▶ Go

Displaying items 1 - 1 of 1.

	PIC	First name	Last name	Business Name	Property name	PIC status
1	NA082925	MATTHEW PHILLIP & L	BERRY SMITH		STONEHAVEN	Active

▶ Column display Items per page: 20 ▶ Filter by ▶ Export

Click the **PIC** hyperlink to display additional Town and State information.

View devices on my property

This report downloads a list of devices registered to your Saleyard PIC. There are eight options for this report. The default option is **all devices currently on your PIC (no date range)**, but you can also request a list of **purchased devices**, a list of **all deceased cattle**, a list of cattle movements onto your property for a specific period etc.

Welcome Adam,

Any transaction that you do in this session will be confirmed by an e-mail to **test.user02.1stPartyUser@staging.mlahost.com.au**. If this is not your e-mail address, click the 'Change' button to update your account details.

[Change](#)

What do you want to do today?

I want to (Please select)

- (Please select)
- Account management
 - View/edit my account details
- Reports
 - Beast enquiries
 - ERP PIC status
 - ERP program and status codes
 - EU PIC status
 - Search the PIC register
 - View devices on my property**
 - View large report results
 - View my current holdings

[Go](#)

- 1 Select **View devices on my property** and click [Go](#)
- 2 Choose an **Output type** for the report.
- 3 Select the **PIC** for which you want to view devices.
- 4 Select one of the eight **report types** and click [Go](#)
- 5 Choose a **date range** (if applicable) and click [Go](#)

View/generate all reports

Which report would you like to view or generate?

Report name: View devices on my property

Output type: On-screen

PIC: 3M1FC018XB02105

Report Type: All devices currently on my PIC (no date range)

From Date: 24 Out 200

To Date: 24 Out 200

Displaying items 1 - 20 of 39.

	PIC	NLS ID	RFID	Transfer date	Issue date	LT	LT reason for loss	EU status	Management ID	Status	Active
1	PICTEST1	3M1FC018XB02105	982 00002647837	24/01/2009	08/06/1999	Y	-	N	UNKNOWN	[NLS,N]	YES
2	PICTEST1	NA250693XB0428	982 00000440473	24/01/2009	03/05/2000	Y	-	N	UNKNOWN	[NLS,N]	YES
3	PICTEST1	3M1TS164XB00124	982 000018031094	08/07/2004	22/06/2003	N	2	Y	UNKNOWN	YES	YES
4	PICTEST1	3GLWB107XB00336	982 000018031095	08/07/2004	27/06/2003	N	2	Y	UNKNOWN	YES	YES
5	PICTEST1	3SPQ047XB00001	982 000018031097	08/07/2004	22/06/2003	N	2	Y	UNKNOWN	YES	YES
6	PICTEST1	3GLJR013XB00090	982 000018031099	08/07/2004	22/06/2003	N	2	Y	UNKNOWN	YES	YES
7	PICTEST1	3MYXC063XB00375	982 000018031104	08/07/2004	22/06/2003	N	2	Y	UNKNOWN	YES	YES
8	PICTEST1	3MYTS164XB00075	982 000018031101	08/07/2004	22/06/2003	N	2	Y	UNKNOWN	YES	YES
9	PICTEST1	3MYXC063XB00375	982 000018031104	08/07/2004	22/06/2003	N	2	Y	UNKNOWN	YES	YES
10	PICTEST1	3MYT070XB00005	982 000018031105	08/07/2004	22/06/2003	N	2	Y	UNKNOWN	YES	YES
11	PICTEST1	3SPQW120XB00091	982 000018031110	08/07/2004	22/06/2003	N	2	Y	UNKNOWN	YES	YES
12	PICTEST1	3WUKT001XB02948	982 000018031112	08/07/2004	02/09/2003	N	2	N	02948	[NLS,N]	YES
13	PICTEST1	3E0AM001XB00993	982 000018031115	08/07/2004	02/09/2003	N	2	Y	UNKNOWN	YES	YES
14	PICTEST1	PICTESTSKBY00120	982 000018041262	05/06/2006	28/06/2003	Y	-	Y	UNKNOWN	YES	YES
15	PICTEST1	PICTESTSKBY00119	982 000017180431	05/06/2006	28/06/2003	Y	-	-	-	YES	YES
16	PICTEST1	PICTESTSKBY00118	982 000018043553	05/06/2006	28/06/2003	Y	-	-	-	YES	YES
17	PICTEST1	PICTESTSKBY00114	982 000018063934	05/06/2006	28/06/2003	Y	-	-	-	YES	YES
18	PICTEST1	PICTESTSKBY00113	982 000017910421	05/06/2006	28/06/2003	Y	-	-	-	YES	YES
19	PICTEST1	PICTESTSKBY00111	982 000018031599	05/06/2006	28/06/2003	Y	-	-	-	YES	YES
20	PICTEST1	PICTEST2KB00045	982 000017844041	04/05/2007	28/06/2003	N	2	-	NCA33192XB290050	YES	YES

Page 1 of 2

Column display

Items per page: 20

Step 1. Select the field to filter by: NLS ID

Step 2. Enter the text that you want to find, then click 'Apply'

Filter by: Apply

Export

TIPS

Print the **LT reason for loss codes** Tech Tip.

The Lifetime traceable status is Yes or No.

The European Union status codes are:

Y EU eligible

N Not EU eligible

B Breeding animal

D Deceased animal

Customising and printing reports

See **TIPS** pages 25–26.

[Next page](#) means there are more pages to view.

To view all items on one page, select **All** from the **Items per page** box.

The list automatically **excludes** devices with an **IA (Inactive)** status.

If you want to **include** Inactive devices (or other status types) click

[Filter by](#)

- Select a **field** to filter by, enter the **text** you want to find and [Apply](#)
- Select **Status** as the **field** to filter by, tick **status types** to include and [Apply](#)

Click [Export](#) if you want to save the data as a file on your computer.

View large report results

As some reports contain a large amount of data, they take a while to process. If your report is too large to display on-screen, you will be notified by E-Mail when the report is ready to view.

TIPS

Large report results are stored for seven days and then removed.

Welcome **Adam**,

Any transaction that you do in this session will be confirmed by an e-mail to **test.user02.1stPartyUser@staging.mlahost.com.au**. If this is not your e-mail address, click the 'Change' button to update your account details.

[Change](#)

What do you want to do today?

I want to (Please select)

- (Please select)
- Account management
- View/edit my account details
- Reports**
 - Beast enquiries
 - ERP PIC status
 - ERP program and status codes
 - EU PIC status
 - Search the PIC register
 - View devices on my property
 - View large report results**
 - View my report history

[Go](#)

- 1 When you are notified that the report is ready to view, click the [hyperlink](#) in the E-mail message to open the report.
- 2 If the link doesn't display the report, login to NLIS.
- 3 Select **View large report results** and click [Go](#)
- 4 Click the **Report name** [hyperlink](#) for the report.

View large report results

Click on the report name to open or save the report.

Upload ID	Report name	Status	Start time	End time
3656866	Cattle transferred out of saleyard (summary)	Complete	14/06/2007 10:37:54 AM	14/06/2007 10:46:07 AM
3656858	Cattle transferred out of saleyard	Complete	14/06/2007 10:35:57 AM	14/06/2007 10:45:19 AM
3656849	Cattle transferred into saleyard (summary)	Complete	14/06/2007 10:33:30 AM	14/06/2007 10:42:59 AM
3656835	Cattle transferred into saleyard	Complete	14/06/2007 10:31:31 AM	14/06/2007 10:41:54 AM

[Back](#) [Refresh list](#)

If you are logged onto the database when the E-Mail message arrives, you can click a [hyperlink](#) within the message to see the report.

If you are not logged on when the message arrives, the link will not be 'active'.

If you did not request any large reports, or your report is not complete, the screen states:

There are no results available. Please try again later.

- 5 When the **File download** screen appears:
 - click [Open](#) to view the file, or
 - click [Save](#) to save the file on your computer, or
 - click [Cancel](#) if you prefer not to download a file.

View my current holdings report

This report provides a list of devices currently recorded against your Agent PIC.

If the report example below was for a real PIC, it would normally display many items and several pages.

Welcome **Adam**,

Any transaction that you do in this session will be confirmed by an e-mail to **test.user02.1stPartyUser@staging.mlahost.com.au**. If this is not your e-mail address, click the 'Change' button to update your account details.

[Change](#)

What do you want to do today?

I want to

- (Please select)
- Account management
- View/edit my account details
- Reports**
- Beast enquiries
- ERP PIC status
- ERP program and status codes
- EU PIC status
- Search the PIC register
- View devices on my property
- View large report results
- View my current holdings**
- View my transaction history
- View/generate all reports

[Go](#)

- 1 Select **View my current holdings** then click [Go](#)
- 2 Type or paste in the **PIC number**, then click [Go](#)

View/generate all reports

[Print preview](#) [Help](#)

Which report would you like to view or generate?

Report name [i](#)

Output type

Property Identification Code

[Go](#)

Displaying items 1 - 20 of 116.

	NLIS ID	RFID	Vendor PIC	Saltyard name	NVD/Waybill	Description	Sale date
1	NH375034XEA00002	982 000029745236					
2	PICTEST6XBB00407	982 000057709631		NLIS QA Team			
17	PICTEST6XEA93213	982 999999993213		MLA			
18	PICTEST6XEA93214	982 999999993214		MLA			
19	PICTEST6XEA93216	982 999999993216		Test			
20	PICTEST6XEA93217	982 999999993217		Test			

Page 1 of 6 1 2 3 4 5 6 [Next](#) [Go](#)

[Column display](#) Items per page: [Filter by](#) [Export](#)

TIPS

If you see a [Next page](#) button, there are more pages to view and select from.

To search for specific items, click [Filter by](#)

- Select a **field** to filter by, enter the **text** you want to find, then click [Apply](#)

Step 1. Select the field to filter by

Sale date

NLIS ID

RFID

Vendor PIC

Saltyard name

NVD/Waybill

Description

Sale date

[Close](#)

To view all your cattle on one screen, select **All** from the **Items per page** box.

Click [Help](#) for information on sorting the list.

View my transaction history

To ensure that files were processed successfully, view your transaction history after every database session. After you submit transactions to the database, you will see a **Receipt** screen. You can click the [View my transaction history](#) button on that screen, or generate the report from the home page menu.

The report lists all transactions submitted to the database for your account, the dates they were uploaded and the **Upload status**.

A COMPLETE status means files were processed successfully. A WARNING status may not require action but an ERROR usually does.

TIPS

Print the **Upload status categories** Tech Tip.

Any transaction that you do in this session will be confirmed by an e-mail to **test.user02.1stPartyUser@staging.mlahost.com.au**. If this is not your e-mail address, click the 'Change' button to update your account details.

[Change](#)

What do you want to do today?

I want to (Please select)

(Please select)

Account management

View/edit my account details

Reports

Beast enquiries

ERP PIC status

ERP program and status codes

EU PIC status

Search the PIC register

View devices on my property

View large report results

View my current holdings

View my transaction history

View/generate all reports

[Go](#)

- 1 Select **View my transaction history** and click [Go](#)
- 2 Choose a **date range** and click [Continue](#)

View my transaction history

Result Step 1 2

Below is a list of transactions that have been performed by user **agentx** between **01/02/2009** and **04/05/2009**.

If you have an Upload ID, you can see the contents by clicking [file viewer](#) or see the upload status by clicking [status viewer](#).

[Help](#)

Displaying items 1 - 20 of 26.

	Upload ID	Data type	User file name	Requested date & time	Upload status
1	668037	Generic Query	View my current holdings.xml	04/05/2009 12:11 AM	COMPLETE
2	668036	Generic Query	Search the PIC register.xml	04/05/2009 12:09 AM	COMPLETE
3	668035	Generic Query	Search the PIC register.xml	04/05/2009 12:08 AM	COMPLETE
4	668034	Generic Query	ERP PIC status.xml	04/05/2009 12:05 AM	COMPLETE
17	666037	Query	NVD Data Retrieval.xml	04/03/2009 3:07 PM	COMPLETE
18	664434	Generic Query	NVD Data Retrieval.xml		COMPLETE
19	661597	Third Party P2P	659459.xml		COMPLETE
20	660748	Output File Retrieval	659459.xml		COMPLETE

Page 1 of 2 [Next page](#)

[Column display](#) Items per page: 20 [Filter by](#) [Export](#)

Step 1. Select the field to filter by

Upload ID

Step 2. Enter the text that you want to find, then click 'Apply'.

660737

[Apply](#) [Close](#) [Export](#)

[Next page](#) means there are more pages to view.

To view all items on one page, select **All** from the **Items per page** box.

Note the **Upload ID** of a transaction, so you can follow it up with the NLIS Helpdesk if necessary.

Click the **User file name** hyperlink to view the file contents.

Click the **Upload status** hyperlink to find out about **ERRORS** or **WARNINGS**.

Click [Export](#) if you want to save the data as a file on your computer.

View/generate all reports

If you can't see the report you want in the **Reports** menu on the home page, select **View/generate all reports** to choose from a list of supplementary reports.

The report options for agent accounts are slightly different from those shown below, but the report process is the same.

TIPS

Customising and printing reports

See **TIPS** pages 25–26.

Welcome **Adam**,

Any transaction that you do in this session will be confirmed by an e-mail to **test.user02.1stPartyUser@staging.mlahost.com.au**. If this is not your e-mail address, click the 'Change' button to update your account details.

[▶ Change](#)

What do you want to do today?

I want to (Please select)

- (Please select)
- Account management
- View/edit my account details
- Reports**
 - Beast enquiries
 - ERP PIC status
 - ERP program and status codes
 - EU PIC status
 - Search the PIC register
 - View devices on my property
 - View large report results
 - View my current holdings
 - View my transaction history
 - View/generate all reports**

[▶ Go](#)

- 1 Select **View/generate all reports** and click [▶ Go](#)
- 2 Select the report you want and click [▶ Go](#)
- 3 Choose an **Output type** for the report.
- 4 Enter the details for the specific report and click [▶ Go](#)

View/generate all reports

[▶ Help](#)

Which report would you like to view or generate?

Report name (Please select) [i](#)

Output type

- (Please select)
- Current holdings
- View my current holdings
- Device list
 - Active cattle moved onto my property
 - Active devices on PIC
 - All devices on PIC
 - Complete Beast Enquiry
- Device status
- LT report
- ERP
 - ERP PIC status
 - ERP program and status codes
- EU
 - Beast enquiries
 - EU PIC status
- File uploads
- Transaction history
- General
 - Reports available for this account
 - View database changes
- NVD queries
 - NVD Data Retrieval
- PIC queries
 - Abattoir and saleyard PICs
 - Search the PIC register

[▶ Go](#)

After selecting a report, click [▶ Help](#) if you want more information on generating reports.

Click the [i](#) icon next to the **Report name** for a description of the report.

If this is the one you want, click [▶ Go](#) to generate the report.

You can also choose **Reports available for this account**, then click [▶ Go](#) to display a list and description of all the reports you can run.

Notes

Contact information

NLIS Database Helpdesk Phone: **1800 654 743** Email: **nlis.support@mla.com.au**

NLIS Ltd operates the Helpdesk from 8am–6pm (Sydney time), Monday–Friday. If you have trouble with the database and can't solve the problem using  buttons on the website, note your **user ID** and the **upload ID** before you contact the Helpdesk. You may also need the **device numbers** mentioned in NLIS E-mail messages.

NLIS State Co-ordinators

For information regarding the rules governing NLIS, contact your local State Department:

New South Wales

Livestock Health and Pest Authorities
Refer to the following website for your local office:
www.lhpa.org.au/contact

Northern Territory

Department of Regional Development,
Primary Industries, Fisheries and Resources
Phone: 08 8999 2031
ntnlis@nt.gov.au

Queensland

Department of Employment, Economic Development
and Innovation
Queensland Primary Industries and Fisheries
Business Information Centre: 13 25 23
NLIS_admin@dpi.qld.gov.au

South Australia

Primary Industries & Resources of South Australia
NLIS Hotline: 1800 654 688
pirlsa.nlisdatabase@saugov.sa.gov.au

Tasmania

Department of Primary Industries & Water
Phone: 1300 368 550
John.Cameron@dpiw.tas.gov.au

Victoria

Department of Primary Industries
Helpline: 1800 678 779
nlis.victoria@dpi.vic.gov.au

Western Australia

Department of Agriculture and Food
Phone: 08 9780 6100
nlis@agric.wa.gov.au

NVD/Waybills and LPA

For information on National Vendor Declarations,
contact the NVD/LPA Hotline:
Phone: 1800 683 111
Fax: 02 9463 9182
lpa@mla.com.au

European Union Cattle Accreditation Scheme

EUCAS Hotline: 1800 305 544
Fax: 02 6272 5442
eucas@aqis.gov.au

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Due to continued enhancements to the NLIS, information contained in this document may become out of date. To obtain the most recent version, contact the NLIS Helpdesk on **1800 654 743** or go to the NLIS website at **www.nlis.mla.com.au**

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